

## PROCUREMENT & FINANCIAL MANGEMENT TRAINING OPPORTUNITIES

**Child and Adult Nutrition Services (CANS) is hosting a second round of procurement training and adding a new opportunity for Financial Management training.** Procurement is a hot topic now that the Administrative Review contains a new module to take a deeper look at the procurement process at each school/agency. Financial Management is also a part of the new Administrative Review that many of our SFA's are struggling with compliance. To address these two areas we are offering the following training sessions to help SD schools/agencies comply with these complicated federal rules.

### PROCUREMENT TRAINING

CANS is hosting the Institute for Child Nutrition (ICN) **Procurement in the 21<sup>st</sup> Century** course and a half day **Procurement Workshop** that will discuss procurement challenges unique to South Dakota schools/agencies. This training is the same as the training offered in July and August. Participants are allowed to repeat this training if needed. All schools/agencies that receive funding through the USDA Child Nutrition Programs through CANS are required to follow procurement rules. The training will provide information on state and federal procurement requirements. Informal and formal procurement methods will be discussed.

#### Who should attend Procurement training?

This training is especially designed for School Food Service Directors, School Business Managers, and anyone else directly involved with purchasing for their schools food service program. Other Child Nutrition Programs (CACFP and SFSP) may find the procurement training useful; however, it is geared for schools. **Attendance to one session is strongly recommended for all SFAs on a School Nutrition Program.**

#### Procurement Training Locations and Dates:

**Sioux Falls on September 22<sup>nd</sup>-24<sup>th</sup>** and **Sioux Falls on October 3<sup>rd</sup>-5<sup>th</sup>**

Volunteers of America

1309 West 51<sup>st</sup> Street, Sioux Falls, SD 57109

**Pierre on October 17<sup>th</sup>-19<sup>th</sup>**

SD Department of Education/Library Commons Room

800 Governors Drive, Pierre, SD 57501

*Procurement sessions will start promptly at 8:00 am to 5:00 pm local time. Day 3 is 8:00 am to noon local time.*

### FINANCIAL MANGEMENT TRAINING

CANS is hosting the ICN's **Financial Management** course for School Nutrition Programs. Not only are there complicated federal financial rules to follow for; good financial management is critical to run a successful nutrition program. With changing federal regulations, increasing

program cost, and improvements to the quality and nutrition content of school meals, demands are increasing for improved financial and nutritional accountability. The ability to interpret the financial outcomes of operational decisions is essential to effective management of school nutrition programs.

### **Who should attend Financial Management training?**

This course is designed to educate the Authorized Representative, School Nutrition Director, or Business Manager about federal financial requirements in the School Nutrition Programs. This training will also help attendees make good decisions about long-term goals for the program that will ensure program sustainability. **Attendance is strongly recommended for the person(s) responsible for Financial Management of the School Nutrition Program at your SFA.**

### **Financial Management Training Location and Date:**

**Pierre on October 13<sup>th</sup>-14<sup>th</sup>** (8:00 am to noon on the 14<sup>th</sup>)  
SD Department of Education/Library Commons Room  
800 Governors Drive  
Pierre, SD 57501

*Financial Management sessions will start promptly at 8:00 am to 5:00 pm local time.*

### **Training & Registration Details**

The cost of the instructors, training materials, and training facilities are covered by CANS. Participants are responsible for their own travel, meals, and lodging. These are legitimate and allowable expenses for the food service program. No meals, beverages or refreshments are provided with this training.

Registration preference will be given to participants that will attend all three days of training. Preference will also be given to School Food Authorities, if you are not an employee of an SFA please contact CANS before registering.

[Click Here](#) to register for this training by September 2, 2016

Please email Courtney Martin at [courtney.martin@state.sd.us](mailto:courtney.martin@state.sd.us) if you cannot register using Survey Monkey and she will send a paper registration form.

**Training Confirmation:** All registered participants will receive a registration confirmation email **after** September 2, 2016 with important details for this training.

**Cancellation:** If you are unable to attend this training, please cancel your registration by emailing Courtney Martin at [courtney.martin@state.sd.us](mailto:courtney.martin@state.sd.us) and let her know the training dates you need to cancel.

Additionally, class may be canceled due to low registration or due to bad weather. Please make sure your contact information is correct during registration, so we can contact you if either of these issues occurs.